

**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF NATURAL RESOURCES AND TOURISM**



National College of Tourism  
*"A Ladder to Excellence"*

**NATIONAL COLLEGE OF TOURISM**

**GENERAL STANDARD OPERATING PROCEDURES FOR MANAGEMENT AND CONTROL OF  
COVID – 19**

MAY, 2020

## **1. Introduction**

The National College of Tourism (NCT) is a public owned institution under the Ministry of Natural Resources and Tourism with a mandate to offer training, conduct research and consultancy services.

Due to the Corona Virus Disease (COVID - 19) the College has reformed some of its routine procedures to reduce the transmission of the disease and maintain the people's health. As per World Health Organization (WHO) the spread of the disease is worldwide and there are a number of recorded deaths with numerous confirmed cases. This greatly affects day to day human activities. NCT in its three Campuses namely Bustani, Temeke and Arusha will resume classes and other operations from 1st June 2020 as it was directed by the Government of Tanzania. Since the disease is still in our community, the College has imposed the general standard operating procedure (SOP) where every individual enters/visits any campus has to adhere with. Failing to obey with the general SOPs will be regarded as breaking the set of rules which will result into penalties or no entry into the respective campus. The general SOP will not take over on specific SOPs implemented in the campus specific departments, sections, units etc.

## **2. Scope**

This SOP defines safety procedures to be followed when enters and stays in NCT compounds during the current outbreak of the corona virus disease (COVID-19).

## **3. Corona symptoms**

A person that presents the following symptoms may have the COVID-19 virus:

- Fever (38° C or higher) and/or one of the following symptoms:
- Persistent dry cough;
- Dizziness/vertigo;
- Difficulty breathing;
- Muscle pain, diarrhoea and vomiting;
- Appears obviously unwell

## **4. Transmission**

People are thought to be most contagious when they are most symptomatic. Some spread might be possible before people show symptoms; there have been reports of this occurring with new coronavirus, but this is not thought to be the main way the virus spreads.

The WHO has reported the spread of COVID-19 between humans being driven by droplet transmission. The virus is transmitted from an infected person to uninfected person through respiratory droplets when one coughs, sneezes or talks close to another person.

COVID-19 can be spread by touching contaminated surfaces or objects, and then touching your eyes, nose or mouth. It is not yet proved on how long the virus that

causes COVID-19 survives on surface, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may remain on surface for a few hours or up to several days.

## **5. Students, Staff and Visitor's instructions**

All personnel are responsible to follow the guidance in this document as applicable.

## **6. General Guidance and directives**

- Minimize going out into the general population once entered NCT premises, avoid hand shaking or hugging (no touching) and establish and maintain social distancing rule (a distance of approximately 1 meter) whenever out in public and among NCT staff or students. All meals will be taken inside the respective campus.
- Avoid crowds, sporting or mass events, and other situations likely to attract large numbers of people. This means, all activities that are related to mass gatherings will be discouraged or handled with care (depending with the necessity of the gathering) during this time.
- Wash your hands often with soap and water for at least 20 seconds in our washing stations distributed in entries and in washrooms.
- Use at least a 60% alcohol-based hand sanitizer. (Everyone should buy his/her own pocket sanitizer)
- Avoid touching your face (eyes, nose and mouth) because contaminated hands may transfer the virus to your body through these openings. For students should have face masks and worn everyday while attending class sessions. Only students with respiratory, sickle cell and heart diseases will be exempted from wearing masks upon the presentation of Doctor's prescription
- Do not touch surfaces or objects that you suspect may be contaminated.
- When sneezing or coughing, cover your mouth and nose with bent elbow or tissue and immediately dispose the tissue in the dustbin.
- We encourage eating balance diet and regular physical exercise to boost the body immunity
- Self-monitor your health condition; if suspected to be infected or exposed, take your temperature with a thermometer twice a day and watch for cough or difficulty breathing. Fever means feeling feverish or having a measured temperature of 38 degrees Celsius or higher. Immediately report any fever, cough, or difficulty breathing to any of the following:

***i. Class master or class Coordinators of your stream in your respective campus while at NCT.***

***ii. Nearby hospital for further investigation and management***

### **7. Personal Protective equipment (PPE)**

On arrival in NCT campuses every student and staff should have the following at hand;

- Germicidal disinfectant for surface cleaning (sanitizer)
- Face/eye mask (separate or combined) at least 3 pieces
- Individual body temperature will be checked before entering the NCT gates every day.
- Wash your hands with soap and flowing water at the entrance gates of your campus every time you enter.

***NB: Registration for the second semester will be granted to those who have finished paying fees, so we are calling upon all students to adhere to College rules and regulations including paying of school fees to avoid unnecessary disturbances during studies.***